

# HOW TO GET YOUR BEARINGS

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An Information Pamphlet for  
Prospective Merchant Sailors

U. S. WAR SHIPPING ADMINISTRATION  
WASHINGTON, D. C.

1944

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*THIS PAMPHLET has been prepared to acquaint merchant seamen, and men interested in entering the merchant service, with our Merchant Marine, its history and how it operates under wartime conditions.*

*The pamphlet is also designed to answer some of the many questions which have been asked about training, securing a job, working conditions, wages, bonuses, insurance, and other matters related to your job.*

*It is hoped that this will serve not only to inform you as to those benefits and privileges accorded to you as merchant seamen, but also to emphasize the importance of the merchant service and your responsibilities, not only to your ship and your shipmates, but to your country as well.*

EDWARD MACAULEY,

*Deputy Administrator,  
War Shipping Administration.*

*May 1944.*

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*An Information Pamphlet for Prospective Merchant Sailors*

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# HOW TO GET YOUR BEARINGS

## **Q. WHAT IS OUR MERCHANT MARINE?**

The United States Merchant Marine is a term which is used to designate our off-shore, coast-wise and Great Lakes merchant vessels and the crews that man them.

In peacetime our Merchant Marine carries on this nation's overseas commerce and trade, but in wartime it serves as an important auxiliary to the Army and Navy in transporting troops and materials to the war zones.

Our Merchant Marine was established long before we had a Navy; the first merchant vessel was launched in this country 169 years before the Declaration of Independence. In the Revolutionary War American privateers, converted from merchantmen, captured and destroyed three times as many of the enemy's ships as did our frigates and sloops of war. These privateers were operated by private owners and manned by colonists who were woodsmen and fishermen as well as sailors. Some of these privateers captured as many as 28 enemy prizes in a single voyage. The same indomitable will of our colonial seamen is present in our Merchant Marine today. Men who serve on our merchant ships in this war are adding to the glories and traditions of one of America's oldest institutions.

## **Q. WHO OPERATES THE AMERICAN MERCHANT MARINE DURING THE WAR?**

In 1936 Congress passed the Merchant Marine Act which defined our country's basic Merchant Marine policy and established the Maritime Commission as the government agency responsible for the long-range shipbuilding program and Merchant Marine planning.

Shortly after Pearl Harbor, the President, by Executive order, created the War Shipping Administration as a temporary war agency responsible for acquiring control over and operating all American merchant vessels other than those assigned to the Army and Navy.

The War Shipping Administration thereupon took over control of all off-shore merchant vessels under various types of charters, while the Maritime Commission concentrated its energies on the ship construction program.

As the use of these vessels was taken from the private operators and assigned to the Government, the War Shipping Administration appointed the private steamship companies as Government agents to carry out the many intricate details involved in the technical phases of steamship operation.



New vessels constructed by the Maritime Commission and owned by the Government are also turned over to these agents to operate.

The War Shipping Administration decides what cargo goes where in which vessels. The steamship operators, as Government agents, carry on the tremendous task of supervising the loading of cargo, fueling and victualling of our merchant fleet, as well as signing on and paying off of the crew. The signing on and signing off is supervised by the United States Shipping Commissioners.

### **Q. WHO ARE THE MEN RESPONSIBLE FOR OPERATION OF THE WAR SHIPPING ADMINISTRATION?**

The Administrator of the War Shipping Administration is Rear Admiral Emory S. Land, U. S. N. (Ret.), who is also Chairman of the Maritime Commission.

Serving as Deputy Administrators under Admiral Land are Rear Admiral Howard L. Vickery, U. S. N., a member of the Maritime Commission, who is in charge of all vessel repairs for the War Shipping Administration; Captain Granville Conway, who is in charge of ship operations, and Captain Edward Macauley, U. S. N. (Ret.), who is also a member of the Maritime Commission.

Captain Macauley has general supervision over the following activities: recruitment and training of seagoing personnel; manning or furnishing of crews to vessels under the jurisdiction of the War Shipping Administration; supervision of maritime labor relations between the War Shipping Administration's operating agents and the maritime unions; supervision of the medical program under which all seamen are examined regularly to determine their fitness for sea duty; supervision of the Seamen's Service Awards Committee which makes authorized awards of medals and service bars to American merchant seamen.

### **Q. HOW ARE SEAMEN OBTAINED TO MAN SHIPS?**

At the outset of the war, our merchant fleet consisted of approximately 1,150 vessels, including passenger liners, freighters, colliers, tankers, etc. Approximately 62,500 seamen were required to keep these vessels manned. In 1942 alone, the Maritime Commission completed 750 new ships and in 1943, 2,000 new vessels were constructed.

The majority of seamen are members of one of the various maritime labor organizations having collective bargaining agreements with the steamship operators. To secure additional crews for new ships, the War Shipping Administration's Recruitment and Manning Organization recruited thousands of experienced seamen from shore industries while the War Shipping Administration's Training Organization trained other



thousands of inexperienced men in the skills of seamanship and safety at sea techniques.

The Recruitment and Manning Organization maintains offices in all principle ports of the United States and abroad at which seamen may register and through which orders for seamen are accepted from unions and operators. These port officials also operate standby pools of seamen immediately available for emergency assignment to prevent ship delays.

The Recruitment and Manning Organization port offices also assign men from the graduate stations which are the pools of apprentice seamen who have graduated from the training stations. The men from the Recruitment and Manning Organization pools are furnished to unions if the union is unable to man a ship with existing manpower in the hiring hall, or furnished to the operators direct if the operator has no union contact. Mr. H. Chase Stone is Assistant Deputy Administrator of War Shipping Administration in charge of Recruitment and Manning.

Experienced seamen seeking further information should consult Recruitment and Manning Organization Port Offices or write Recruitment and Manning Organization, War Shipping Administration, Washington 25, D. C.

#### **Q. WHO OPERATES THE TRAINING SCHOOLS?**

The Training Organization of the War Shipping Administration is under the direction of Assistant Deputy Administrator Telfair Knight. It is responsible for operating the United States Maritime Service Training Schools which include apprentice seamen's schools at St. Petersburg, Fla., Avalon, Calif., Hoffman Island, N. Y., and Sheepshead Bay, N. Y. The Maritime Service also operates a school for radio operators at Gallops Island, Boston, Mass. In addition there are specialist schools, cooks' and bakers' schools, an army transportation corps school for junior officers, upgrading schools and licensed officers' schools at Fort Trumbull, New London, Conn., and at Alameda, Calif.

The Training Organization also operates the United States Merchant Marine Academy at Kings Point, Long Island, N. Y., and Cadet Basic Schools at Pass Christian, Miss., and at San Mateo, Calif., at which members of the United States Merchant Marine Cadet Corps are trained to become licensed Merchant Marine Officers.

Entrance directly into the Merchant Marine Cadet Corps is governed by regulations of the Cadet Corps. In addition, a limited number of qualified applicants from the apprentice seamen training schools are accepted in the United States Merchant Marine Cadet Corps.

For further information consult the Cadet Selection Board at your school, or the Supervisor, U. S. Merchant Marine Cadet Corps, Training



Organization, War Shipping Administration, National Theatre Building, Washington 25, D. C.

The five State Maritime Academies are likewise supervised by the Training Organization of the War Shipping Administration.

### **Q. WHAT IS THE UNITED STATES MARITIME SERVICE?**

The United States Maritime Service was created under the Merchant Marine Act of 1936, as amended, to give training and other benefits to merchant officers and seamen. It is civilian and voluntary and has no relationship to the Army and Navy; it is purely a Merchant Marine organization.

It operates apprentice seamen schools which train inexperienced men for the unlicensed positions aboard ship, and it operates many specialist courses, upgrading classes and schools for experienced seamen who are desirous of becoming licensed officers.

Apprentice seamen trainees while attending a training school are on active duty in the Maritime Service as are those administrative officers and other personnel at the training schools who wear the Maritime Service uniform and insignia.

Other administrative officers in the training program who wear naval uniform and insignia are, in most cases, Merchant Marine Naval Reserve Officers on active Navy duty who have been assigned to the Training Organization of the War Shipping Administration.

Licensed officers and qualified staff officers in the Merchant Marine may apply for a commission in the Maritime Service. The commission awarded to a merchant officer depends upon the license he holds and the berth he occupies aboard ship as well as on his length of service.

In peacetime an officer commissioned in the Maritime Service is eligible for 1 month's pay in the rank at which he is commissioned, providing he sails 8 months each year on his license and spends 1 month in training at a United States Maritime Service Training Station.

Graduates of the apprentice seamen's training courses are eligible for regular enrollment in the Maritime Service upon satisfactory completion of the apprentice seamen's training course. The enrollee is expected thereafter to serve annually at least 8 months on seagoing or Great Lakes merchant vessels of the United States, and in peacetime, 1 month on annual active duty training with the Maritime Service. In peacetime, under these conditions he is eligible to receive a month's retainer pay each year from the Maritime Service.

For further information: Consult Training Officers at a Maritime Service Training School or write to the Commandant, United States Maritime Service, Training Organization, War Shipping Administration, National Theater Building, Washington 25, D. C.



## **Q. WHAT OPPORTUNITIES ARE THERE IN THE ARMY TRANSPORTATION CORPS FOR GRADUATES OF APPRENTICE SEAMEN'S SCHOOLS?**

The Army Service Forces maintains a "Navy" of its own in the sense that it operates numerous transports and supply ships. The seamen and officers who man Army transport vessels are drawn chiefly from the Merchant Marine.

Wages on Army Transport vessels approximate wages paid on most American flag merchant vessels.

The United States Maritime Service in conjunction with the Transportation Corps, Army Service Forces has inaugurated a training program for Merchant Marine officers for Army Transport vessels. The school is operated in conjunction with the United States Maritime Service Training Station at St. Petersburg, Fla.

Candidates are selected graduates of the apprentice seamen training schools. At the Transportation Corps School at St. Petersburg, engineering cadet officers undertake an 8-week course, while prospective deck officers have a 10-week training period. Students live under strict discipline while attending school, and upon graduation are accredited junior marine officers. Most of the officers will serve in the Pacific area and must agree to serve a minimum of 1 year after their arrival at their permanent stations.

For further information: Consult Training Officers at a Maritime Service Training School or write to the Commandant, United States Maritime Service, Training Organization, War Shipping Administration, National Theater Building, Washington 25, D. C.

## **Q. HOW DOES A GRADUATE OF A GOVERNMENT MARITIME TRAINING SCHOOL SECURE HIS FIRST JOB?**

The first assignment will come through the Recruitment and Manning Organization of the War Shipping Administration. The graduate will be dispatched through a union or direct to an operator as calls are made for men to the Recruitment and Manning Organization.

Trainee graduates from apprentice seamen's schools are sent to a United States Maritime Service Graduate Station where they reside pending assignment to a vessel. Graduate stations are located in the principal seaport cities of the United States and are under the supervision of the Training Organization of the War Shipping Administration. While living at the graduate station and awaiting assignment, the trainee graduate is furnished with subsistence and pay until he is dispatched to his first maritime job.

The chances are that he will not receive a furlough or vacation between the time he graduates and the time that he is required to report at a graduate station. This depends, of course, on shipping conditions.



The graduate station to which the trainee will be dispatched will likewise be determined by shipping conditions and manning requirements at the various ports.

Licensed Officer School and Cadet Academy graduates do not enter a Graduate Station as do apprentice seamen, but register with a Recruitment and Manning Organization port office and are placed on stand-by payroll under the Recruitment and Manning Daily Wage Program while awaiting assignment. Procedures are in effect whereby a Licensed Officer School graduate may be re-assigned to the operator by whom he was released in order to enter Licensed Officer School and a Cadet Corps graduate may be assigned to the operator with whom he served his sea time. An exception to these procedures must always be made, however, if an emergency demand arises for the services of an officer to prevent a ship delay.

For further information: Consult Training Officers at a Maritime Service Training School, Officers-in-charge at Graduate Stations, representatives of the Recruitment and Manning Organization, or write to the Commandant, United States Maritime Service, Training Organization, War Shipping Administration, National Theatre Building, Washington 25, D. C.

**Q. MUST A GRADUATE TAKE THIS FIRST JOB THROUGH THE WAR SHIPPING ADMINISTRATION RECRUITMENT AND MANNING OFFICE?**

Yes. The first assignment of a graduate of an apprentice seamen's school, Licensed Officers School, or the Cadet Academy must be taken through the Recruitment and Manning Organization. The reason for this requirement is that the Government has spent considerable time and money in his training. The Government must make certain that his training is used to the best advantage in the war effort. An orderly use of trained manpower would not be possible if each graduate of an apprentice seamen's school were permitted to "hustle" his own job. By taking the first job through the Recruitment and Manning Organization, the graduate may be certain that he will be sent to the port at which he is most needed.

After the completion of the first voyage, the trained graduate is on his own and can ship out either through a Maritime union, the Recruitment and Manning Organization, or secure his own job.

For further information: Consult Training Officers at a Maritime Service Training School, Officers-in-charge at Graduate Stations, representatives of the Recruitment and Manning Organization, or write to the Commandant, United States Maritime Service, Training Organization, War Shipping Administration, National Theatre Building, Washington 25, D. C.



## **Q. WHAT FUNCTIONS DO THE LABOR ORGANIZATIONS PLAY IN THE MARITIME INDUSTRY?**

In the maritime industry, as in the other industries, workingmen have formed organizations for the improvement and protection of their mutual interests. Their rights to organize and bargain collectively are protected by law.

Today most experienced seafaring men are members of the various seamen's unions which have collective bargaining agreements with the steamship operators. These agreements cover methods of hiring, wages, and working conditions, and provide machinery for the adjustment of grievances.

The War Shipping Administration, shortly after the outbreak of the war, confirmed the existing collective bargaining agreements between the maritime unions and private steamship operators, and agreed that as private steamship companies were appointed Government agents to operate the merchant fleet, the existing methods of employment would be recognized. The maritime unions in turn, agreed not to strike during the war and pledged cooperation to secure better discipline aboard ship.

## **Q. ARE THE STEAMSHIP OPERATORS LIKEWISE ORGANIZED INTO ASSOCIATIONS?**

Yes. The individual steamship operators, like the individual sailors, have joined together into numerous organizations and associations for the advancement and protection of the interests of the shipping industry.

These operators' associations, in addition to fostering new trade routes, developing ways of meeting foreign competition and representing their members in collective bargaining with maritime unions, also help to solve various personnel problems and crew members' disputes through labor management grievance committees in the various ports.

## **Q. WHAT RELATIONSHIP EXISTS BETWEEN THE WAR SHIPPING ADMINISTRATION AND THE MARITIME LABOR ORGANIZATIONS?**

The War Shipping Administration's Maritime Labor Relations Organization is under the direction of Assistant Deputy Administrator Hubert Wyckoff.

It cooperates with both unions and operators in the maintenance of collective bargaining and the adjustment of grievances in the manner provided in these agreements.

The Maritime Labor Relations Organization also makes studies of wage scales and working conditions of both American and foreign seamen, assists the Maritime War Emergency Board with respect to War Risk Insurance and Bonus matters, and studies ways and means of im-



proving crews' quarters and general living and working conditions aboard ship. The Maritime Labor Relations Organization has established field offices in New York and San Francisco. It works closely with the Coast Guard on discipline matters.

### **Q. WHAT WILL DETERMINE WHETHER A TRAINEE GRADUATE IS ASSIGNED TO A UNION OR TO A NONUNION SHIP?**

When a steamship operator, who has union agreements on his ships, needs one or more men to complete the crew list, he calls the union whose contract covers the needed ratings. If the union does not have the required men on hand in these ratings, it may call the Recruitment and Manning Organization who will dispatch the men ordered via the Union Hall.

If, on the other hand, the vessel is not under contract with a labor organization and the operator has not sufficient men to man the vessel, he may call the Recruitment and Manning Organization directly, in which case the man assigned is dispatched directly from one of the pools to the vessel.

A man is assigned from the Recruitment and Manning Organization shipping list or from the graduate station according to the qualifications required for the particular order and the available supply of men on hand.

The Recruitment and Manning Organization of the War Shipping Administration refers seamen to maritime unions, vessel operators and foreign flag vessels according to the requests that it receives for men in the various ports.

### **Q. DOES A TRAINEE GRADUATE HAVE TO JOIN A MARITIME UNION?**

Whether he does or does not join a union, and which union he joins, if any, are matters that each man must determine for himself.

If he continues to sail on union ships, expects to work under union contracts, and wishes to use the facilities of union hiring halls, he will be obliged to become a union member.

Most unions have a probationary period during which a prospective member sails under a permit or trip card. Initiation fees vary in the different maritime unions.

### **Q. WHAT TYPE OF CONTRACTUAL EMPLOYMENT DOES A SEAMAN ENTER?**

Since earliest times, seamen have entered into a written contract of employment with the master, which is commonly known as "the ship's articles"; the entering into the contract is referred to as "signing on" or "signing articles."

A seaman "signs on" a merchant vessel for the duration of the voyage



or for a term, generally not exceeding 12 months. The law requires that shipping articles be signed for all voyages other than voyages between ports in adjoining states. For all foreign (except voyages to the British North American possessions, the West Indies and Mexico) and intercoastal voyages, articles must be signed before a United States Shipping Commissioner; for other voyages the participation of the Shipping Commissioner is optional with the master. Upon the termination of a voyage, seamen are discharged from their contract of employment and paid their wages. This is commonly referred to as "signing off." If the "sign on" was made in the presence of a Shipping Commissioner, the "sign off" must also be made in his presence.

By signing on articles a seaman voluntarily gives up, to a certain extent, his personal liberty in return for wages, subsistence, and other guarantees. He contracts to render "faithful obedience to the commands of the master, and to be honest, sober, and diligent in carrying out his duties aboard ship."

A ship's articles differs from a collective bargaining agreement, in that the ship's articles are a contract between the master and each individual crew member, whereas the collective bargaining agreement is, as the name implies, a collective agreement between a labor organization representing the seamen, and the steamship operator or the steamship operator's association on behalf of one or more members of the association. The collective bargaining agreements set forth in detail living and working conditions which, generally speaking, are not covered in the ship's articles.

Although the seaman's employment ends with the termination of the voyage and the discharge of the crew, a seaman usually can remain on the same vessel, if the master does not object; the chances are that he can continue to sign on subsequent articles indefinitely.

When a seaman signs off or leaves the vessel at the termination of the voyage he is given a *certificate of discharge* showing that he has served on the vessel, the length of the trip, and place of discharge. Some seamen prefer to carry what is known as a "continuous discharge book," which gives a continuous record of service.

## **Q. WHAT PAPERS MUST THE SEAMAN HAVE IN ORDER TO SHIP OUT?**

Certain identifying and qualifying papers must be possessed by every man sailing on American merchant ships. Unlicensed seamen must possess the following papers:

1. *Seamen's certificate of identification*.—This identifies the seaman as an active American seaman.

2. *Seaman's certificate of service*.—This paper indicates in what ratings the seaman is qualified to serve aboard ship.

These papers are all issued by the Merchant Marine Inspection Service of the United States Coast Guard.

3. *Coast Guard identification card.*—This card is necessary for the seaman to gain admittance to the dock where his ship is tied up.

These cards are issued by the office of the Captain of the Port, United States Coast Guard.

In addition, however, it is necessary to have:

4. *A passport or a receipt showing that an application for a passport has been made.*—Passports are issued by the State Department.

5. *Radio operators must also have a license issued by the Federal Communications Commission in addition to the other seamen's papers and a passport.*—

Prior to graduation, arrangements are made to secure all of the necessary papers and credentials which the trainee graduate will need. They are forwarded to the graduate station and are available for the graduate when he is assigned to a vessel.

For further information: Consult Training Officers at a United States Maritime Service Training School or the United States Coast Guard, Merchant Marine Inspection Service, Washington 25, D. C., or at the nearest port. If interested in a radio operator's license, consult Training Officers or the Federal Communications Commission, Washington 25, D. C.

## Q. WHAT ABOUT SEAMEN'S WAGES?

Wages in the Merchant Marine vary slightly depending on the trade, the cargo, the collective bargaining agreement and the ship. On most offshore freighters under the supervision of the War Shipping Administration, wages as provided in the collective bargaining agreements and otherwise are approximately as follows for the unlicensed personnel:

Junior assistant purser—pharmacist mate	\$175. 00
Junior assistant purser	150. 00
Clerk typist	137. 50

### Deck:

Chief radio operator	\$175. 00
2nd radio operator	165. 00
3rd radio operator	155. 00
Carpenter	112. 50
Boatswain	112. 50
Able seaman	100. 00
Ordinary seaman	82. 50

### Engine:

Junior Engineer	\$137. 50
Machinist	137. 50
Oiler	110. 00
Watertender	110. 00
Fireman	100. 00
Wiper	87. 50

### Steward's department:

Chief steward	\$147. 50—\$157. 50
Chief cook	137. 50— 145. 00
Second cook-baker	117. 50— 130. 00
Messman	87. 50

Licensed deck officer's pay varies from \$202.00 for a third mate to approximately \$415.00 for the master of a Liberty ship. In the engine



department a licensed officer's pay varies from \$184 for a third assistant engineer to \$384 for a chief engineer on a Liberty ship.

In addition to these rates, the men receive their voyage, area and vessel attack bonuses, which often substantially increase their wages.

On the Great Lakes, wages are slightly higher but war bonuses are not paid. The wages on most War Shipping Administration controlled Panamanian and Honduran flag vessels are slightly lower than the average wages paid on American flag vessels. Wages on most tankers are slightly higher than on dry-cargo vessels.

For further information: Consult Recruitment and Manning Organization port offices or Maritime Labor Relations field office or write to the Labor Agreements Division, Maritime Labor Relations, War Shipping Administration, Washington 25, D. C.

### **Q. CAN SEAMEN PROVIDE FOR THE PAYMENT OF PART OF THEIR WAGES TO THEIR FAMILIES OR DEPENDENTS?**

Yes. Under the Federal allotment statute a seaman can provide for the payment of a part of his wages to certain close relatives including his wife, parents, sister, grandparents, children, or grandchildren. A seaman may allot 90% of his base wages plus low voyage bonus, less the amount of the withholding tax.

If a seaman wishes he may, in lieu of making a wage allotment, make provision for deposit of his wages for his own account in a savings bank or United States Postal Savings depository.

Allotments are made at the time the articles are signed. When an allotment is made the amount allotted is forwarded by the steamship company to the allottee on the company's regular pay day.

The making of an allotment is purely voluntary on the part of the seaman; however, it is most important that all seamen having families make allotments. In the event of an unseen emergency at home, it would be most difficult for a seaman's family to secure any part of his earnings if he fails to make an allotment prior to shipping out.

An allotment is paid by the vessel operator, who sends it to the allottee at monthly or semi-monthly intervals, usually in the form of a check. This money is paid by the operator from the seaman's wages due him.

For further information: Consult a Maritime Service Training School officer, or United States Shipping Commissioner, care of the United States Coast Guard, Washington 25, D. C.

### **Q. CAN SEAMEN DRAW WAGES IN A FOREIGN PORT?**

Yes; every seaman on a United States vessel is entitled to receive one-half of the balance of his wages earned and remaining unpaid in any port where the vessel loads or delivers cargo.



## **Q. WHAT ARE THE WAR BONUSES WHICH ARE PAID TO SEAMEN?**

War bonuses are a type of extra compensation paid seamen for the unusual risks to which they are exposed. These bonuses are subject to change by decision of the Maritime War Emergency Board according to the decrease or increase of war risk in various areas. Decision 2B of the Maritime War Emergency Board became effective on April 1, 1944 changing the voyage, area and attack bonuses.

Under this new decision a voyage bonus of 100% of monthly wages, but not less than \$100.00 per month is paid in the Pacific Area for voyages in the West Pacific south of 60° north latitude, west of the 180th Meridian, north of 13° south latitude and east of 90° east longitude. In the European area the 100% voyage bonus, but not less than \$100.00 per month is paid for all voyages east of 9° west longitude, west of 60° east longitude and north of the intersection of 9° west longitude with the northern coast of Spain. In the Mediterranean area, the 100% voyage bonus but not less than \$100.00 per month is paid for all voyages within the Mediterranean Sea, east of a line drawn from Cape Spartel to Cape Trafalgar including the Adriatic Sea, the Aegean Sea, the Black Sea, the Sea of Azov and the Sea of Marmara, the Dardanelles and the Bosphorus.

A 25% voyage bonus but not less than \$30.00 per month is paid for all off shore voyages in the Pacific Ocean east of 136° west longitude and west of a line drawn due south from Cape Horn.

A 66 $\frac{2}{3}$ % voyage bonus, but not less than \$80.00 per month is paid for all voyages or portions of voyages within waters not classified in the 100% or 25% voyage bonus areas. No voyage bonus is payable while in inland waters of the Western Hemisphere, which includes the Hawaiian Islands, Bermuda, Greenland, the east coast of Central and South America in the Caribbean area and the West Indies, but excludes Iceland, Alaska and the Aleutians.

In addition to the voyage bonuses, if a vessel goes into certain waters where submarine and aerial attacks have been frequent, a seaman is paid an additional bonus known as the "area Bonus" of \$5.00 per day as long as the vessel is in one of the 100% voyage bonus areas.

In addition to the voyage and area bonuses, a vessel attack bonus is payable to each crew member of a vessel (1) which is destroyed or substantially damaged as a result of enemy attack or (2) on which any person is killed or seriously injured as a result of enemy attack. Only one vessel attack bonus is paid in the course of any passage of a vessel between ports or anchorages.

If a seaman is separated from his vessel abroad he is brought back to the United States. If such separation is the result of loss of the



vessel or illness or injury occurring while in the service of the vessel, bonus continues on the return voyage.

For further information regarding seamen's war risk bonuses: Consult Maritime Labor Relations field office or write to the Maritime War Emergency Board, Commerce Building, Washington 25, D. C.

### **Q. WHAT INSURANCE PROTECTION DO SEAMEN GET?**

The War Shipping Administration automatically and without cost provides \$5,000 war risk insurance to every man sailing on an American flag vessel and Panamanian and Honduran vessels under its control. This insurance, which is known as the Second Seaman's War Risk Insurance Policy, covers loss of life, disability, repatriation, and detention benefits and loss of personal effects.

At the time articles are signed, a form is furnished on which a seaman designates the beneficiary who will receive the \$5,000 life insurance in the event of loss of life. Only certain close relatives may be named and the person or persons so designated as beneficiary will remain such until changed.

The policy takes effect on the commencement of the voyage and continues until the seaman returns to the United States, unless by desertion or by separation from his ship by reason of his own wilful misconduct, he should disqualify himself.

In the event of injury arising out of "war risk" as defined by the policy, the seaman, upon his return to the United States, is paid \$100 per month while hospitalized and \$150 per month while on out-patient status up to \$5,000 as long as he is disabled from working as a seaman.

In cases of total permanent disability, payments can, under certain conditions, be extended up to \$7,500. Furthermore, there are certain cash payments within the principal sum made for dismemberment and other specified injuries.

The policy further provides for the payment of benefits equal to wages and continuation of wage allotments from the time the vessel is lost until the seaman returns to the United States. In the event of capture by the enemy, benefits continue during the period of internment.

The policy also provide for the payment of \$500 to licensed officers and \$300 to unlicensed seamen in addition to any other sums payable, for the loss of personal effects due to any cause specified in the policy.

While in training at a United States Maritime Service School, trainees are covered by the provisions of the United States Employees Compensation Act, as well as a group life insurance policy. Group life insurance amounts to a \$1,000 benefit the premium for which is paid from the station welfare fund.



## **Q. CAN A SEAMAN TAKE OUT ADDITIONAL WAR RISK INSURANCE OVER AND ABOVE THE \$5,000?**

Yes. Besides the free war risk insurance provided by the Government the seaman can purchase from \$1,000 to \$15,000 worth of additional war risk life insurance from the War Shipping Administration. This additional insurance can be purchased at the rate of \$2 per month per \$1,000 worth of insurance, and a policy may be taken out covering 1 month to 12 months. The premium must be paid in advance before this additional insurance becomes effective. Any person or persons may be named as beneficiary under the policy of additional insurance.

Application for this insurance should be made through the steamship company agent on a form which will be made available at the time articles are signed.

If there is any possibility of the seaman being at sea at the time the policy covering this additional insurance expires (at the end of 1 month or at the end of 12 months) arrangements should be made with the operator of the vessel to have it renewed. The operator is in a position to render this service inasmuch as he is, in all probability, an agent of the War Shipping Administration.

For further information about seamen's insurance, write to the Division of Wartime Insurance, War Shipping Administration, 99 John Street, New York 7, N. Y.

## **Q. MUST NOTICE OF A CLAIM FOR DISABILITY BE SERVED ON ANYONE?**

Yes. The claim must be made within 90 days after a torpedoing or bombing or after return to the United States. Claims should be made directly to the War Shipping Administration, Division of Wartime Insurance, 99 John Street, New York 7, N. Y., or claims may be sent to the Division of Wartime Insurance through the operator of the vessel or through a seaman's union.

Claims for loss of personal effects are made directly to the agent or the operator of the vessel on which you are employed.

## **Q. WHAT TAXES MUST MERCHANT SEAMEN PAY?**

Merchant seamen, like other civilians, are subject to taxation including State and Federal Income Taxes and Victory Tax, based on wages plus war bonuses.

Commencing July 1, 1943, no separate deduction is made for the Victory Tax. Both victory and income taxes are collected in part by withholding a portion of each pay check. The amount withheld varies according to personal exemptions but in no case will it exceed 20 percent of a seaman's salary.

The mere fact that a seaman who has a residence in the United States



may be out of the country for a substantial portion of the year does not exempt him from the payment of Income Taxes on wages earned during that period.

Seamen are also subject to a 1 percent deduction from wages on \$3,000 taxable wages received during the calendar year. This tax is for old age and survivorship insurance which is based on wages plus value of room and board furnished on a vessel. Employers likewise are subject to a 1 percent tax.

The War Shipping Administration in Washington has a competent tax consultant who will answer questions on tax matters pertaining to merchant seamen.

## **Q. WHAT OPPORTUNITIES ARE THERE FOR ADVANCEMENT IN THE MERCHANT MARINE?**

There is every opportunity for anyone with initiative and ambition to raise his rating and his pay in the Merchant Marine. Graduates of the United States Maritime Service Deck Training Program may, after 3 months sea experience or 3 months experience on the Great Lakes as ordinary seamen, sit for examination for able bodied seamen's papers.

In order that all seamen may serve at their maximum skills, it is important they be upgraded as rapidly as possible after acquiring the necessary sea experience to qualify for higher ratings.

The Training Organization of the War Shipping Administration has courses of instruction to help seamen prepare for these examinations. While attending these courses seamen are provided with maintenance and a base wage.

Upgrade schools are located at the following places:

Los Angeles, Calif.:

Frank Wiggins Trade School (messmen upgraded to second cooks).

New York:

Pier 73 East River (ordinary seamen upgraded to A. B.).

347 West 17th Street (ordinary seamen upgraded to A. B.).

208 West 13th Street (messmen upgraded to second cooks—second cooks upgraded to first cooks).

New Orleans, La.: 523 St. Ann Street (all ratings).

Portland, Ore.: George White Service Center (messmen upgraded to second cooks).

San Francisco, Calif.: 1000 Geary Street (all ratings).

Seattle, Wash.:

Thomas Edison Vocational School (messmen upgraded to second cooks).

1427 Maine Street (all ratings).

As a special war emergency measure after 18 months sea experience, those serving on deck and men serving in the engineer's force may apply

to be examined by the Coast Guard for a license as a third mate or third assistant engineer. The Training Organization of the War Shipping Administration maintains two schools for officer candidates, one at Alameda, Calif., and the other at Fort Trumbull, New London, Conn. The course of instruction lasts approximately 4 months and those who attend one of these schools are paid a basic salary in addition to being furnished with a uniform, quarters, and subsistence. The four months spent at one of the Officer Candidate Schools is counted towards the 18 months sea time required for a license, thus actually reducing the sea time required to 14 months for those men attending.

#### **Q. WHAT ABOUT MAIL SERVICE FOR MERCHANT SEAMEN?**

The War Shipping Administration, in conjunction with the Post Office Department and the War and Navy Departments, has established a mail service for members of crews on American flag and American-controlled vessels. This service is for ordinary first-class mail to and from merchant seamen in foreign ports, and such other ordinary mail as can be handled, depending upon conditions. This service does not provide for registered, insured, or c. o. d. mail of any class. For the purpose of dispatching mail, correspondents should address their letters to the seamen, naming the vessel, and sending the letter in care of the Postmaster, New Orleans, New York, or San Francisco, depending upon the coast from which the seaman shipped out. The seamen may also send mail back to the United States from foreign ports through the Army and Navy post offices. Under this mail facility, much correspondence will travel by air from port to port where possible. However, the "free mail" privileges accorded to members of the armed forces are not at present available to the men serving in the Merchant Marine.

Advise your correspondents in the country prior to your departure from a continental United States port to assure that mail addressed to you should be in accordance with the following form:

All mail is subject to censorship and such security regulations as may be prescribed by the Allied Control having jurisdiction over the vessel.

Mrs. T. Smith  
1022 Marble St.  
New York, N. Y.

John T. Smith  
S/S President Jackson  
c/o Postmaster  
New York, N. Y.

Name of Steamship line



Become acquainted with the Censorship regulations in effect and be sure that your letter does not violate the safety precautions.

### **Q. ARE SEAMEN SUBJECT TO THE SELECTIVE SERVICE ACT?**

Yes. Seamen are subject to all provisions of the Selective Service Act. However, as long as they remain active in the Merchant Marine, the Selective Service System has agreed to defer them and has established the War Shipping Administration's Merchant Marine Deferment Section to file the necessary deferment requests.

Every time a seaman joins a ship the master fills out a card which he mails to Washington. Every time he separates from a ship the master fills out another card which he also sends to Washington. The "joining" card provides the Recruitment and Manning Organization with the information necessary for assuring the seaman's draft deferment as an active merchant seaman. The "separation" card indicates the maximum shore leave which the seaman may enjoy without forfeiting his status as an active merchant seaman.

The Selective Service has agreed that an active merchant seaman, after finally leaving his ship, may take 2 days off for each week at sea, not exceeding 30 days before again signing on articles. In the event that a seaman is ill, or is attending an upgrading school, or has other valid reasons for requiring more time, further shore time between articles may be secured through one of the Recruitment and Manning Organizations port offices.

For further information: Inquire at the nearest Recruitment and Manning Organization port office, or write to War Shipping Administration, Merchant Marine Deferment Section, Washington 25, D. C.

### **Q. DO MERCHANT SEAMEN WEAR UNIFORMS?**

Most merchant seamen serving in the unlicensed capacities aboard ship do not wear uniforms either aboard ship or ashore. Dungarees and work shirts are usually worn aboard ship and civilian clothes on shore.

However, graduates of the apprentice seamen's schools may, if they wish, wear the Maritime Service uniform furnished at the training school, which they keep after graduation. Some steamship companies require men serving on their vessels to wear, when on duty, a particular company uniform which the companies usually supply.

Licensed Merchant Marine officers who are serving as such, upon being commissioned in the Maritime Service, are furnished with and are entitled to wear the Maritime Service uniform and insignia.

## **Q. WHAT RELATIONSHIP DO THE MERCHANT SEAMEN HAVE WITH THE NAVY GUN CREW?**

The Navy gun crew has been placed aboard merchant vessels to handle the ship's guns in case of attack. Their duties are solely of a military nature.

The Navy gun crew will bunk in quarters of its own and will have its own mess. It is needless to say that the Navy gun crews treat merchant seamen with courtesy and respect and naturally expect the same kind of treatment in return.

On most ships merchant seamen learn gunnery in preparation for the day when they may be called upon to assist the Navy in action against the enemy. Apprentice seamen from the United States Maritime Service schools have been given gunnery instruction before they leave school.

## **Q. ARE SEAMEN ENTITLED TO TRANSPORTATION BACK TO THE PORT WHERE THE ARTICLES WERE SIGNED?**

Generally speaking, return transportation is furnished from one coast to another but not from port to port on the same coast. For example, if you ship out of San Francisco, and after a trans-Pacific or trans-Atlantic voyage or 6 months' trip the crew is discharged in New Orleans, you would be entitled to wages and return transportation to San Francisco.

However, if you should ship out of New York and your vessel should return to Boston, you would not be furnished with return transportation or wages, inasmuch as Boston is on the same coast as New York.

These matters are often covered in the collective bargaining agreements between maritime labor organizations and steamship operators which may vary from one agreement to another.

Seamen survivors who are repatriated to the United States are also furnished with wages, subsistence, and transportation to the port of original shipment, pursuant to a recent operations regulation of the War Shipping Administration.

For further information: Consult Maritime Labor Relations field office or write Maritime Labor Relations Organization, War Shipping Administration, Washington 25, D. C., or consult the master of your vessel when you sign on.

## **Q. WHAT SECURITY MEASURES SHOULD BE OBSERVED BY ALL SEAMEN?**

Our enemies want to know when your ship sails; when she docks; where she's been; where she's going; what she carries; how she's armed; where our troops are fighting. So don't talk about ship movements when ashore. Don't write home about details of your voyage.



Don't put this information in diaries. Don't smuggle letters. Men letting out this information aid the Axis, sink our ships, destroy our cargoes, and endanger the lives of our seamen and our troops.

#### **Q. WHAT TYPE OF DISCIPLINE IS MAINTAINED ON MERCHANT SHIPS?**

The maintenance of rigid discipline aboard merchant vessels is absolutely necessary for the safety of the ship, its cargo and all hands aboard. Once an order is given it must be carried out.

The average cargo ship, in addition to the Navy gun crew, carries a complement of 41 men, among whom there are no replacements. If one man aboard fails to carry out orders, the rest of the crew must assume the burden of his work.

For infractions of discipline, seamen are subject to loggings or deductions from their pay, which are entered on the ship's log book. The master has final authority and if any man doubts the wisdom of the order, he should hold his "beef" until the vessel returns to port.

The Merchant Marine Inspection Service of the Coast Guard issues seamen's papers, and the Coast Guard Merchant Marine Hearing Unit is vested with the authority to revoke or suspend such papers when a Merchant Marine officer or seaman is found guilty of misconduct or is proven to be incompetent to perform the duties he is required to perform under his license or certificate.

Coast Guard examining officers board all American flag vessels entering every large American and many foreign ports. Persons accused of misconduct or incompetency are required to appear before a Coast Guard hearing officer, who determines from the evidence placed before him whether or not the papers of the person charged should be suspended or revoked. Persons charged have the right to counsel and the right to present witnesses at the hearing in defense of the action against their papers.

An intelligent seaman joining a ship for the first time as a member of the crew soon senses that next in importance to the "know how" of the work is—discipline.

Discipline on a ship implies subjection to a control exerted by the master and officers for the good of the whole, and adherence to laws, rules, and regulations intended for the orderly coordination of effort.

#### **Q. WHAT DOES THE UNITED SEAMEN'S SERVICE DO FOR MERCHANT SEAMEN?**

The United Seamen's Service, or the "USS" as it is commonly known, has been especially created to provide the many services for merchant seamen that the USO and the Red Cross provide for men in the armed services.



The United Seamen's Service has been made possible through the support and cooperation of the War Shipping Administration, the steamship operators, the various maritime unions, the shipbuilders and the general public.

There are four main types of activities provided by the United Seamen's Service, namely: residential, recreational, personal services, and medical attention.

The United Seamen's Service provides residential clubs both in this country and in the principal ports of the world. A small charge is made for sleeping accommodations, and meals are available at cost at many of the clubs.

The residential clubs also provide recreational services exclusively for seamen at no charge. These services include dances, games, entertainment, library facilities, and reading rooms.

The Personal Service Division of the USS deals with matters such as small loans for board and lodging, assists in communicating with friends and relatives, and gives advice on a wide variety of problems.

For further information: Write to the United Seamen's Service, 39 Broadway, New York 6, N. Y., and ask for a free copy of a booklet entitled "Shore Convoy for Merchant Seamen."

#### **Q. WHAT MEDICAL HEALTH FACILITIES ARE AVAILABLE FOR MERCHANT SEAMEN?**

Merchant seamen are entitled to free medical care at marine hospitals operated by the United States Public Health Service. The Public Health Service was established in 1789 as the Marine Hospital Service. Its original function was confined to providing medical care for seamen, but since that time its responsibilities have been largely increased.

Arrangements have been made abroad for free treatment of merchant seamen in American Army and Navy hospitals.

The War Shipping Administration and the United Seamen's Service maintain rest centers in or near the chief ports of the United States and maintain medical admitting offices in connection with these centers. A seaman can go to these offices with his health problems. There is no charge for advice or for admittance to the rest centers.

The rest centers are provided for convalescent seamen who have been discharged from marine hospitals and for seamen who need to regain their health which may have been impaired by long and arduous voyages through war zones.

#### **Q. ARE SEAMEN REQUIRED TO TAKE HEALTH EXAMINATIONS?**

On January 11, 1944 the War Shipping Administration established a procedure for medical examinations required for all licensed and unlicensed seamen employed on American, Honduran, and Pana-



manian flag vessels operated under the supervision of the War Shipping Administration. Before signing on articles, seamen employed on such vessels must produce a medical clearance at the Shipping Commissioner's office. The main purpose of these medical examinations is to protect the health of merchant seamen and to prevent the spreading of communicable diseases aboard ship. Seamen will be examined free of charge by the War Shipping Administration with the exception that those seamen employed by steamship operators having their own medical departments and their own medical examinations will continue to be examined by the medical departments of such operators.

#### **Q. WHAT ABOUT LIBRARY FACILITIES ABOARD SHIP?**

The American Merchant Marine Library Association has collected a wide assortment of books which are provided free of charge to every vessel for the ship's library. The association has published "The Seaman's Handbook for Shore Leave," which contains much useful information.

If there are any particular books you are interested in, contact the American Merchant Marine Library Association, 45 Broadway, New York 6, N. Y.

#### **Q. ARE MERCHANT SEAMEN ENTITLED TO ALL THE BENEFITS OF THE MEMBERS OF THE ARMED FORCES?**

No. A merchant seaman is engaged in a civilian capacity on a volunteer contractual basis, even though his employer, in some instances, may be the United States.

Insurance, medical attention and certain provisions for dependents are provided for merchant seamen on the basis of the special problems which concern the Merchant Marine only.

The Soldiers and Sailors Civil Relief Act, which provides statutory relief against certain types of indebtedness and against court proceedings, is available only to members serving in the armed forces and not to merchant seamen.

The particular benefits available to seamen, including wages and bonuses, have been previously discussed in this pamphlet.

#### **Q. WHAT MEDALS AND AWARDS ARE MERCHANT SEAMEN ENTITLED TO WEAR?**

For the purpose of War Shipping Administration awards, "seaman" includes any member of a ship's company who serves at any time during the period beginning December 7, 1941, and ending with the termination of the present war, (a) on any United States flagship or (b) on any foreign flagship at a time when operated for the account of the War Shipping Administration.

In addition to the official Government awards, some of the maritime unions have created special awards for their members.

## MERCHANT MARINE DISTINGUISHED SERVICE MEDAL

The Merchant Marine Distinguished Service Medal is awarded to any seaman in the American Merchant Marine who, on or after September 3, 1939, has distinguished himself, or during the war distinguishes himself by outstanding conduct or service in the line of duty.

## MARINER'S MEDAL

The Mariner's Medal is awarded to any seaman who while serving on a ship during the war period is wounded, suffers physical injury, or suffers through dangerous exposure as a result of an act of an enemy of the United States.

## COMBAT BAR

The Combat Bar is issued to seamen who serve on a ship at the time it is directly attacked or damaged by an instrumentality of war. A star is attached to such a bar when seamen are forced to abandon their ship when so attacked or damaged. For each additional abandonment, after attack or damage, an additional star is attached.

## WAR ZONE BARS

*Atlantic War Zone Bar.*—For service in the Atlantic Zone including the North Atlantic Ocean, South Atlantic Ocean, Gulf of Mexico, Caribbean Sea, Barents Sea, and Greenland Sea.

*Mediterranean-Middle East War Zone Bar.*—For service in the Mediterranean-Middle East Zone, including the Mediterranean Sea, Red Sea, Arabian Sea, and Indian Ocean west of 80° east longitude.

*Pacific War Zone Bar.*—For service in the Pacific Zone, including the North Pacific Ocean, South Pacific Ocean, and Indian Ocean east of 80° east longitude.

Merchant seamen and officers are not authorized to wear military war zone ribbons unless earned as members of the armed forces. The Army or Navy may specifically award certain honors to merchant seamen serving on merchant vessels attached to an Army or Navy unit.

## SERVICE FLAG AND SERVICE LAPEL BUTTON

A distinct Merchant Marine service flag and a Merchant Marine service lapel button are prescribed for display by members of the immediate families of seamen serving in the American Merchant Marine during the war period. Seamen's families are not authorized to fly the Army-Navy service flag.



## REGULATIONS

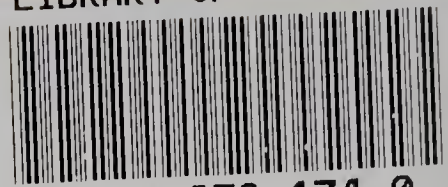
The Merchant Marine service emblem, the war zone bar, and the combat bar are not licensed for sale. They are issued only by the Seamen's Service Awards Committee upon voluntary application by seamen furnishing information of eligibility for such awards.

For further information: Write to Seamen's Service Awards Committee, War Shipping Administration, Washington 25, D. C.

### **Q. ARE POST-WAR BENEFITS PROVIDED FOR MERCHANT SEAMEN IN THE SAME WAY THAT THEY ARE PROVIDED FOR MEN IN THE ARMED SERVICES?**

In this field seamen are treated separately from the armed services. Various bills are now pending in Congress concerning post-war benefits for seamen.

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